

**State of Connecticut  
Department of Social Services  
925 Housatonic Avenue, Bridgeport, CT 06606**

**POSTING DATE: November 16, 2006**

**CLOSING DATE: November 30, 2006**

**ANTICIPATED ELIGIBILITY SERVICES SPECIALIST VACANCIES – WESTERN REGION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING FOR **ELIGIBILITY SERVICES SPECIALISTS** FOR MULTIPLE LOCATIONS IN THE WESTERN REGION.

**OPEN TO:** DEPARTMENT OF SOCIAL SERVICES EMPLOYEES ONLY - EMPLOYEES WHO SUBMITTED AN APPLICATION TO THE WESTERN REGION ELIGIBILITY SERVICES SPECIALIST POSTING THAT CLOSED ON 9/14/2006 NEED NOT RE-APPLY. YOUR PREVIOUS APPLICATION WILL BE CONSIDERED FOR THIS NEW POSTING.

**SALARY RANGE:** \$47,491.00 - \$59,302.00 ANNUALLY

**LOCATIONS:** BRIDGEPORT, DANBURY, STAMFORD, TORRINGTON AND WATERBURY

**BARGAINING UNIT:** SOCIAL AND HUMAN SERVICES (P-2)

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current projected needs; provides technical and procedural support to staff; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding unit policies and procedures, makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Eligibility Services Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; facilitates the resolution of systems data problems; provides eligibility services and/or vocational services to clients assigned to individual caseload; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements; evaluates clients' financial needs and stabilizes economic situation by providing necessary assistance and services; periodically reviews eligibility to ensure correct benefits level; may be responsible for agency components of client independence plans; conducts comprehensive social services assessment to identify potential barriers to employability; provides necessary eligibility, employment and supportive services to reduce barriers and promote self sufficiency; may provide client orientation to agency programs and support services, monitors client progress with employability plan and takes appropriate actions including conciliation and/or sanctioning; ,may make presentations within agency and/or community.

**EXPERIENCE AND TRAINING:**

General Experience: Six (6) years of experience in the determination of client eligibility for public assistance.

Special Experience: One (1) year of the General Experience must have been at the level of Eligibility Services Worker.

College Training:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.

**NOTE:** *These positions will be filled by candidates who are eligible for appointment from the current examination list for Eligibility Services Specialist, or by candidates who are eligible for lateral reassignment, or by mandatory candidates from Reemployment / SEBAC Lists to whom we are obligated to give priority consideration.*

**APPLICATION PROCEDURE:** Candidates should forward a State Employment Application (PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Services Website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Candidates should forward the State Employment Application (PLD-1) by November 30, 2006 to:

**LYNN GELZHEISER, PRINCIPAL HUMAN RESOURCES SPECIALIST**  
Department of Social Services  
925 Housatonic Avenue  
Bridgeport, Connecticut 06606  
**FAX: 203-579-6998**

**An Equal Opportunity / Affirmative Action Employer**

The State of Connecticut is an Equal Opportunity / Affirmative Action Employer and strongly encourages the applications of women, minorities and persons with disabilities.